



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST

\$2,817 - \$4,446

**EXECUTIVE OFFICE
SACRAMENTO**

RESPONSIBILITIES:

Under the direction of the Deputy Commissioner, Health Policy and Reform of the Executive Office, the Staff Services Analyst is responsible for performing analytical and consultative services related to complex and sensitive departmental and administrative projects. The incumbent will coordinate the departments' complex web-based video conference calendar and meeting schedule. The incumbent will perform analyses; assist with the evaluation, development and implementation of internal procedures and processes. The incumbent will work closely with Executive Staff and departmental management.

DESIRABLE QUALIFICATIONS:

- Excellent writing and verbal communication skills
- Ability to work cooperatively and communicate effectively with other staff in a team environment
- Ability to collect, evaluate and analyze various data
- Technical proficiency and the ability to create professional work products utilizing computer applications such as Microsoft Word, Outlook, Excel and Access
- Experience coordinating and scheduling videoconferencing
- Ability to exercise sound judgment and diplomacy in dealing with sensitive and confidential assignments
- Ability to work under tight deadlines in a fast-paced environment
- Experience in working with the public, and high-level elected officials

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "STAFF SERVICES ANALYST #413-101-5157-XXX" on the State application.** For additional information, please contact (916) 492-3316 or nicole.terrell@insurance.ca.gov.

FINAL FILING DATE: **Monday, March 25, 2013 by 5:00pm, Close of Business**

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

03/19/13 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
